

# Town of Barrington, New Hampshire

<b>Title:</b>	Administrative Assistant	<b>Department:</b>	Recreation Department
<b>Grade:</b>		<b>Wage Range:</b>	\$14.18 per hour
<b>Supervisor:</b>	Director of Recreation	<b>Hours:</b>	M-F, 8am-1pm, slight change seasonally
<b>Initiated:</b>	July 8, 2012	<b>Last Revised:</b>	April 8, 2015

## Job summary

Provide administrative support to the Director and Assistant Director of the Recreation Department. Duties include general clerical, receptionist, and project-based work. Responsible for all revenue entry, registrations, and data maintenance. Responsible for advertisement of all programs. Responsible for projecting a professional company image through in-person and phone interaction.

## Summary of essential job functions

- Meet and greet clients and visitors in the office. Interact with a pleasant, cheerful, and gracious manner to all participants, clients, and co-workers.
- Answer telephone and email inquiries. Field questions and respond appropriately and with discernment to all situations. Transfers to appropriate staff members as needed
- Willing to learn & be trained to use the Recreation Software – Vermont Systems
- Register participants for programs: update registrations forms in RecTrac, process revenue
- Responsible for providing basic financial statements; make deposits daily; printing daily General Ledger reports; accurate entry and recording of all department revenues with RecTrac
- Manage and maintain customer database and household information in RecTrac for all participants and programs
- Advertise all programs through email (Constant Contact), flyers, postcards, and via Town website
- Update and maintain Recreation Department website using First Class/Virtual Town Hall
- Perform general clerical duties, including but not limited to: photocopying, faxing, mailing, and filing
- Maintain hard copy and electronic filing system
- Create and modify documents using Microsoft Office, Publisher, and Excel
- Research, price, and purchase office and program materials
- Assist both the Director and Assistant Director in program scheduling
- Support staff in assigned project-based work
- Have excellent communication skills with co-workers
- Other duties as assigned

## Minimum Qualifications

- College degree preferred. High School diploma required.
- Exceptional reading, writing, grammar, and arithmetic skills
- Professional communication skills
- Excellent knowledge of Microsoft Office, including Word, Excel, and Publisher
- Duties require professional verbal and written communication skills and the ability to type 50 words per minute. This is normally acquired through one to three years of clerical experience.
- Some knowledge of Vermont Systems a plus
- Other training may be required after employment begins
- Completions of a background check prior to hire

The above statements are intended to describe the general nature and level of work being performed by people assigned to this classification. They are not to be construed as an exhaustive list of all responsibilities, duties, and skills required of personnel so classified. All personnel may be required to perform duties outside of their normal responsibilities from time to time, as needed. This job description does not create an employment contract, implied or otherwise.

Please forward resume & cover letter to:  
Barrington Recreation Director  
C/O Recreation Director  
P.O. Box 660  
Barrington, NH 03825